

**Bishop Kearney High School
Tuition Payment Agreement 2015-2016**



Student Name _____ 2015-16 Grade _____

Name of Person(s) Responsible
for Tuition Payment _____

Address: _____

City _____ State _____ Zip _____

Email: _____

Home Telephone _____ Cell _____

Tuition Payment Plan for 2015-2016 School Year* (please check one):

I understand and agree all payments to Bishop Kearney will be made through the online tuition payment system as an auto debit from my checking or savings account or charged to my credit card.

_____ Option 1 - SINGLE LUMP SUM PAYMENT

Payment to Smart Tuition for 100% of net tuition **prior** to July 1. You may deduct \$125 for Jr. High and \$250 for Sr. High if payment is made **before** July 1, 2015.

_____ Option 2 – SEMI-ANNUAL PAYMENT

Payment to Smart Tuition for 50% of net tuition **prior** to July 1, with the remaining 50% due **prior to Dec 31, 2015.**

_____ Option 3 – QUARTERLY PAYMENT

Payment to Smart Tuition for 25% of net tuition **prior** to July 1, 2015 with the remaining 75% due in equal installments **prior to October, 1, 2015, January 1, 2016, and April 1, 2016.**

_____ Option 4 – 10 MONTHLY PAYMENTS

You may choose to pay on the 1st, 5th or 20th day of each month.

Current families: Your Smart Tuition account will automatically reenroll your child for next year.

New families: Please follow the link on the school website to register for 2015-2016 year:

<https://aid.smarttuition.com/Questionnaire/Signin.aspx?ReturnUrl=%2fdefault.aspx>

**Please note: This form must be returned to the Bishop Kearney Finance Office by May 8, 2015. If you have not registered by then your payment method will default to Single Lump Sum Payment.*

By my signature below, I agree to be personally responsible to Bishop Kearney High School for the payment of all tuition and fees for the student named above. I realize that Bishop Kearney High School reserves the right to withhold services to a student where tuition and fee payments are past due. Services that may be withheld include, but are not limited to, grades, transcripts, participation in graduation, and attendance in school. If this account should become 30 days past due, I am aware that I will be charged interest and collection costs and that legal action may be taken to recover the amounts that are owed to Bishop Kearney High School. This Agreement must be signed by each person financially responsible for the Student.

X _____
Signature of Personal Responsible for Tuition

Print Name

social sec #

Date

X _____
Signature of Personal Responsible for Tuition

Print Name

social sec #

Date

This agreement (“Agreement”) is made and entered into between Bishop Kearney High School (“Bishop Kearney”) and _____ and _____ (name)(s), who is /are the parent(s) or legal guardian(s) of the following Student (“Family”):
Student Name _____ Grade 2015-16 _____

Policy on Student Enrollment

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Bishop Kearney. Students are expected to act with courtesy and respect toward one another and toward all members of the school community. They must take seriously their obligations to develop lifetime habits of self-control and concern for the well-being of others. Faculty and staff at Bishop Kearney will work with parents to help students learn and live the qualities of responsible behavior and the essential elements of an Edmund Rice Christian Brother Education.

The following agreement of understanding has been developed for the purpose of clarifying the school’s responsibility in its desire to maintain a safe, healthy and productive atmosphere conducive to learning.

Agreement of Understanding

I/we acknowledge and agree that Bishop Kearney has the right to maintain a safe and healthy environment and to take whatever action is necessary toward students or families who choose to disrupt the good order of the school or to violate its policies or regulations. Therefore, I/we understand that the school has the right to suspend or terminate the enrollment of any student at any time and that such suspension or termination may result where:

- A student disregards or does not abide by the rules and regulations of the School.
- Bishop Kearney determines that a student’s conduct or performance demonstrates an unwillingness or inability to be productive within the School community.
- A parent, guardian, or other individual closely associated with the Student fails to cooperate with the Bishop Kearney or disregards or does not abide by the rules or regulations of Bishop Kearney.
- Bishop Kearney determines that the continued attendance of a student in Bishop Kearney is not in the best interests of the Student or Bishop Kearney.
- Bishop Kearney determines that the continued involvement of a parent or guardian with Bishop Kearney is not in the best interests of the Student or Bishop Kearney.
- The student demonstrates unsatisfactory academic performance.
- Other reasons as determined by Bishop Kearney.

I/we understand that by signing this “Agreement of Understanding,” I/we agree to cooperate fully with Bishop Kearney and to abide by Bishop Kearney rules and regulations. I also understand by agreeing to enroll my child at Bishop Kearney, my child will be required to participate in a grade level retreat and I am responsible for that cost. (This cost is not to exceed \$30 per student and will be due and payable in September of this academic year.)

I/we agree that if the student’s enrollment is terminated for any reason whatsoever, I/we remain obligated to pay whatever tuition, fees and/or other charges are assessed in accordance with the Refunds policy outlined below.

**Bishop Kearney High School
Educational Services Agreement 2015-2016**

Payment of Tuition

The undersigned agrees to pay all tuition, plus any other associated fees or charges, for the entire school year in the amount as specified in the Student's invoice for said school year ("Tuition"). Parents shall select a payment plan for Tuition from among the options set forth in the attached Tuition Payment Plan Agreement. All Tuition payments shall be made in accordance with the Payment Plan selected. It is understood that such payment plans are for the convenience of the Family but does not diminish the Family's obligation to pay the entire annual tuition.

For each payment not received by the due date indicated by the chosen payment plan, a \$55.00 follow-up charge shall be imposed by Smart Tuition. If a payment is not made during any month of the payment term, ten percent (10%) of the financial aid awarded will be forfeited and will be payable immediately to Bishop Kearney. There will be no exceptions to this policy. If payment is not received by the next billing period, the responsible party will be contacted by the Finance Office at which time a payment arrangement will be made.

- If any bill for Tuition remains unpaid after 30 days after the payment due date, the Student will not be allowed to receive transcripts and for any bill for Tuition that remains unpaid for 60 days the student will not be able to attend school until such arrears are paid in full or specific arrangements are made in writing and approved by the President and Finance Office.
- I understand that Bishop Kearney shall have the right to collect funds in default of this contract plus interest on any amount due at 18% per annum. I hereby agree to reimburse the school for any and all reasonable expenses of collection incurred, including reasonable attorney's fees and court costs.
- A \$30.00 fee will be assessed and added to your account balance for any payments that are returned due to insufficient funds.

A Family with an unpaid balance for the prior School Year may not begin the new School Year until the Tuition for the past School Year is paid in full, unless special arrangements have been made in a written document signed by you and the School's President and VP Finance. If special arrangements have been made, the student will be accepted on a provisional basis only. If the terms of the provisional arrangement are not met, student will be terminated. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

Refunds

If a family withdraws a Student after September 1 for any reason, there will be no refund of Tuition or Registration Fees. If a Student is withdrawn by the School during the School Year, Tuition owed may be adjusted in the following manner:

<u>Date of Withdrawal</u>	<u>Tuition Due</u>	<u>Refund Amount</u>
Sept 1 – Oct 31	50%	50%
Nov 1 – Feb 28 (29)	75%	25%
On or After March 1	100%	0%

Any and all financial assistance, including lump sum tuition discount, financial aid and scholarships are forfeited upon withdrawal for any reason. Any refund amount will be adjusted for financial assistance. At the time of withdrawal, if a student account is short of the Tuition Due amount above, undersigned accepts the responsibility to pay the difference. No transcripts will be issued until this is paid. Under no circumstances will credit or reduction of tuition be given for absences, vacations, snow days, illness, holidays, or moving. Registration Fees and Commencement Fees are not refundable.

Tuition refund requests must be submitted in writing to the Bishop Kearney Finance Office.

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Release of Liability

I/we recognize that students may get hurt at School or during athletic or other activities related to the School. I/we release and hold harmless, without limitation, Bishop Kearney High School, its agents and employees from all claims, damages or other liability for injury to the Student where such claims, damages and/or other liability are not the result of intentional conduct or gross negligence by the School, its agents or employees.

Acceptance of Agreement

This Agreement must be signed by each person legally responsible for the Student, regardless of who in the family plans to pay the tuition for the student.

This Agreement is not deemed accepted until countersigned by the President of Bishop Kearney High School. This Agreement shall be governed by the laws of the State of New York, without giving effect to the principles of conflicts of law.

I/we (each parent and/or guardian who is financially responsible for the above-named student) agree to be jointly and severally liable to pay the tuition, charges, and fees described in this Agreement. I/we have read this Agreement and understand and accept all of its terms and conditions, which cannot be changed except by express written consent of both parties. My/our signature(s) below acknowledge(s) approval of these terms.

Signature(s) of all Custodial Parent(s) and/or Guardian(s) who are financially or otherwise responsible for the Student:

Print Name of Student

_____	X _____	_____
<i>Print Name of Custodial Parent or Legal Guardian</i>	<i>Signature</i>	<i>Date</i>
_____	X _____	_____
<i>Print Name of Custodial Parent or Legal Guardian</i>	<i>Signature</i>	<i>Date</i>
_____	X _____	_____
<i>Print Name of President</i>	<i>Signature</i>	<i>Date</i>